

MANAGEMENT CADRE

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DEPARTMENT: NAMIBIA STUDENTS FINANCIAL ASSISTANCE FUND (NSFAF)

Post Designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Salary Scale	:	N\$630,335 –N\$ 668,916
<u>Motor Vehicle Allowance</u>		
Capital Cost	:	N\$116,340.00 per annum
Running Cost	:	N\$ 33,011.00 per annum
Total Cost	:	N\$149,351.00 per annum
Housing Allowance	:	N\$142,104.00 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus (9) years appropriate experience.

Supplementary Selection Requirements:

- A Bachelor's Degree in Finance or Economics or Business Administration or Public Administration or an equivalent qualification at NQF level 9 plus nine (9) years appropriate experience in strategic leadership, policy implementation, governance, financial management, and organisational performance management within a large or complex organisation of which five (5) years must have been served at the senior management level (i.e. Director Grade 3 or equivalent level).
- A Master's Degree in Finance or Economics or Business Administration or Public Administration or an equivalent qualification at NQF Level 9 will be an added advantage.
- Experience in student funding, public finance management, or development finance environments will be an added advantage.
- Completion of a Senior Management Development Programme will be an added advantage.

Main duties:

- Translate approved ministerial strategic objectives and policy directives into integrated directorate-level plans, systems, and operational frameworks.
- Lead the development, implementation, monitoring, and review of strategic, operational, and annual performance plans across all directorates.
- Ensure alignment between strategic objectives, operational execution, and service delivery outcomes.
- Provide executive oversight of student financial assistance operations, including awards administration, payment processing, and debt recovery.
- Direct the implementation and continuous improvement of operational systems, policies, procedures, and service delivery models across directorates.
- Ensure effective coordination and integration across directorates to achieve efficient and seamless service delivery.

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- Ensure compliance with all applicable legislation, regulatory frameworks, governance standards, and public sector policies.
- Oversee the implementation of governance, risk management, and internal control systems across directorates.
- Ensure timely implementation of audit findings, corrective actions, and compliance improvement initiatives.
- Oversee preparation, consolidation, and monitoring of the budgets across directorates.
- Ensure financial discipline, expenditure control, and efficient utilisation of resources in line with delegated authority.
- Monitor financial and operational performance and ensure timely corrective action where required.
- Lead the implementation of performance monitoring and evaluation systems across directorates.
- Oversee the preparation of statutory, executive, and performance reports for submission to the Ministry and oversight structures.
- Promote data-driven decision-making across the organisation.
- Manage strategic engagement with other departments within the Ministry and other ministries, development partners, and key stakeholders.
- Represent the institution at national and sectoral forums as delegated by the Executive Director.
- Provide leadership to senior management across directorates and promote a high-performance culture.
- Oversee workforce planning, succession planning, talent development, and performance management systems.
- Support the Executive Director in governance and strategic decision-making and act on behalf of the Executive Director when delegated or in the Executive Director's absence to ensure continuity of leadership and operational stability across all directorates.

DIRECTORATE: AWARDS, PAYMENT AND RECOVERY

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$582,333 – 617,976
<u>Motor Vehicle Allowance</u>		
Capital Cost	:	N\$ 94,178.00 per annum
Running Cost	:	N\$ 29,455.00 per annum
Total Cost	:	N\$123,633.00 per annum
Housing Allowance	:	N\$131,280.00 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus (9) years appropriate experience.

Supplementary Selection Requirements:

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- A Bachelor's Degree in Finance or Economics or Business Administration or equivalent qualification at NQF level 7 plus appropriate nine (9) years of experience in operations management, specifically in managing student funding operations, including awards administration, payments, recoveries or related operational processes within a student funding environment of which four (4) years must have been served at the management level (i.e. Deputy Director Grade 4 or equivalent level).
- A Master's Degree in Economics or Finance or Business Administration or equivalent qualification at NQF Level 9 will be an added advantage.
- Completion of a Management Development Programme will be an added advantage.

Main duties:

- Provide strategic leadership and direction for the Awards, Payments and Recovery Directorate in alignment with the mandate, policies, Annual Plans and priorities of the Ministry of Education, Innovation, Youth, Sport, Arts and Culture and Department NSFAF.
- Develop, implement, and monitor operational plans, business strategies, and performance frameworks for awards, payments, and debt recovery functions.
- Lead the development, review, and implementation of student funding policies, eligibility frameworks, operational models, and standard operating procedures in compliance with applicable legislation and institutional requirements.
- Oversee the assessment, evaluation, and approval of student funding applications to ensure equitable, transparent, and efficient allocation of financial assistance.
- Direct the development, automation, and continuous improvement of award, payment, and recovery systems to enhance service delivery, data integrity, and operational efficiency.
- Ensure accurate verification, authorisation, and processing of student funding payments in compliance with financial regulations, agreements, and approved funding frameworks.
- Monitor and strengthen payment systems, controls, and risk management mechanisms to ensure the accuracy, timeliness, and integrity of financial transactions.
- Lead the development and implementation of debt recovery strategies, operational frameworks, and stakeholder engagement initiatives to optimise loan recovery performance.
- Oversee the management, reconciliation, and integrity of the student loan book and debtor records, including deductions, refunds, cancellations, and related recovery processes.
- Conduct operational performance reviews, statistical analyses, and monitoring of student funding programmes and implement corrective measures to improve efficiency and service delivery.

- Lead the preparation, administration, and monitoring of Directorate operational and student funding budgets, expenditure, and financial forecasts to ensure sound financial management and optimal resource utilisation.
- Ensure effective governance, compliance, internal controls, audit implementation, and risk management across all Directorate operations while representing NSFAF in strategic stakeholder engagements and policy forums.

Enquiries: Ms. Lissony Karipata, Tel: 061 – 434 6051/6007/6046

Employment applications must be addressed to:

Department NSFAF
Division: Human Resources
P o Box 23053
Windhoek
Namibia

Or hand delivered to:

NSFAF Head Office
746 Eros Road
Eros
Windhoek
Namibia
Reception (Ground Floor)

DEPARTMENT: HIGHER EDUCATION AND QUALITY ASSURANCE
DIRECTORATE: PLANNING AND QUALITY ASSURANCE
DIVISION: QUALITY ASSURANCE

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek (HQ)
Salary Scale	:	N\$543,055 –N\$ 570,914
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83,106.00 per annum
Running Cost	:	N\$ 27,811.00 per annum
Total Cost	:	N\$110,917.00 per annum
Housing Allowance	:	N\$121,560.00 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus (9) years appropriate experience.

Supplementary Selection Requirements:

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- The candidate must have at least four (4) years appropriate supervisory experience at a level a Grade 5 or 6 or equivalent.
- Candidate with additional qualification in Strategic Management/Planning and/or International Relations will serve as an added advantage,
- Extensive knowledge and work experience in the Higher Education Sector, including planning, capital project management, policy and legislation, monitoring and evaluation, strong research and analytical skills will be an added advantage,
- Advanced ICT skills, excellent verbal and written communication skills are desirable for this position.

Main duties:

- Compliance and interpretation of the Public Service Act, Education Act, Public Service Staff Rules and Regulations and other relevant Acts and Regulations.
- Head an integrated development planning system/process and serve short and long term needs of the Ministry.
- Deliver time bound results in the areas of planning, research and information management in support of the Ministry's planning, policy and strategic formulation.
- Development of Strategies:
 - (a) Coordination, development and communication of core strategies through to various departments and directorates.
 - (b) Overall oversight of strategic implementation.
 - (c) Alignment of Ministry's strategies with national strategic frameworks, policies and plans.
 - (d) Coordination, development and monitoring of Annual Plan's implementation.
- Integrated Planning:
 - (a) Coordination of strategic planning and development of medium term plans.
 - (b) Short term planning through effective business planning processes, service delivery and budget implementation plans.
 - (c) Development and management of the reporting mechanisms.
- Take a lead in the coordination of the development of integrated strategic planning activities of the Ministry as a corporate body.
- Coordination and development of medium and long term plans of the Ministry ensuring Ministry annual plans are properly coordinated, developed, implemented and monitored.
- Effective coordination and management of donor support and development assistance to education.
- Supervision and coordination of the function of policy analysis and research within the Ministry and provide timely advise to effect necessary policy reviews.
- Carry out policy analysis against the Ministry strategic objectives of quality, equity and efficiency.
- Coordination and development of medium and long term plans of the Ministry.

- Overseeing the financial planning function of the Ministry including foreign aid coordination.
- Coordination of regional and national education planning needs and incorporating such needs into the Ministry's development budget.
- Coordinating a geographical information system including data collection, managing and analysis through effective regional coordination and provide policy advice.
- Coordination, preparation and management of the capital budget including the production of timely reports on the capital budget implementation and ensuring the production of monthly reports for each of the projects.
- Coordination of capital projects planning for institutions of higher learning and statutory bodies supported by the Ministry.
- Plan, coordinate and manage foreign assistance to education and produce timely reports.
- Liaise effectively with relevant government and non-government organizations and teacher's union to ensure effective consultation towards effective partnership in education.
- Evaluate performance of subordinates.
- Ensure that the attendance register of the Division is completed on a daily basis.
- Any other work related duties assigned by the supervisor.

Applications should be addressed to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek**

Or hand deliver to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor
East Wing, Room No. 275**

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DEPARTMENT: HIGHER EDUCATION AND QUALITY ASSURANCE

DIRECTORATE: PLANNING AND QUALITY ASSURANCE

DIVISION: QUALITY ASSURANCE

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$454,232 – N\$543,055
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or NQF L8-plus 8 year's appropriate experience.

Supplementary Selection Requirements:

- Candidate with a Master's Degree or equivalent qualification in Development Studies/Planning and/or International Relations will serve as an added advantage.
- Extensive knowledge and experience in Bilateral and Multilateral Agreements,
- Must have broad knowledge of the Namibian Higher Education sector including planning, capital project management, policy and legislation, monitoring and evaluation, strong research and analytical skills and computer literate,
- Good English command skills and Scholarship Administration will be an added advantage.

Enquiries: Mr Vincent Van Rooi - Director Tel: (061-2936038)

DEPARTMENT: RESEARCH, INNOVATION AND TRAINING

DIRECTORATE: RESEARCH AND INNOVATION

DIVISION: RESEARCH

Post Designation	:	Senior Science & Technology Officer Grade 6
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$372,627 – N\$ 445,325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics/ Chemistry/ Biochemistry/ Microbiology/ Botany/ Zoology/ Biology/ Geography/ Food Technology/ Marine Biology/ Life Sciences/ Mathematics, etc.

Supplementary Selection Requirements:

- Five (5) years' experience and a good understanding of National Research, Science, Technology and Innovation (RSTI) policies and legislations coordination.

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- Good understanding of Project management relating to monitoring and evaluation of policies and projects

Enquiries: Ms.Lovisa Immanuel Tel: (061-293 6019/6024)

DIVISION: INNOVATION

Post Designation	:	Senior Science & Technology Officer Grade 6
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$372,627 – N\$ 445,325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics/ Chemistry/ Biochemistry/ Microbiology/ Botany/ Zoology/ Biology/ Geography/ Food Technology/ Marine Biology/ Life Sciences/ Mathematics, etc.

Supplementary Selection Requirements:

- Five years' experience and a good understanding of National Research, Science, Technology and Innovation (RSTI) policies and legislations coordination.
- Good understanding of Project management relating to monitoring and evaluation of policies and projects

Enquiries: Ms.Lovisa Immanuel Tel: (061-293 6019/6024)

DIVISION: RESEARCH

Post Designation	:	Science & Technology Officer Grade 8
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics/ Chemistry/ Biochemistry/ Microbiology/ Botany/ Zoology/ Biology/ Geography/ Food Technology/ Marine Biology/ Life Sciences/ Mathematics, etc.

Supplementary Selection Requirements:

- Broad understanding of research, science, technology and innovation will serve as an advantage.
- Skilled in Project Management relating to monitoring and evaluation of projects.

Enquiries: Ms.Lovisa Immanuel Tel: (061-293 6019/6024)

DIVISION: INNOVATION

Post Designation	:	Science & Technology Officer Grade 8
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics/ Chemistry/ Biochemistry/ Microbiology/ Botany/ Zoology/ Biology/ Geography/ Food Technology/ Marine Biology/ Life Sciences/ Mathematics, etc.

Supplementary Selection Requirements:

- General understanding of National Research, Science, Technology and Innovation (RSTI) policies and legislations.
- Skilled in Project Management relating to monitoring and evaluation of projects.

Enquiries: Ms.Lovisa Immanuel Tel: (061-293 6019/6024)

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: EDUCATIONAL MANAGEMENT INFORMATION SYSTEM (EMIS)

Post Designation	:	Chief: Education Officer Grade 4
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$543,055 –N\$ 570,914
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 83,106.00 per annum
Running Cost	:	N\$ 27,811.00 per annum
Total Cost	:	N\$110,917.00 per annum
Housing Allowance	:	N\$121,560.00 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus (9) years appropriate experience.

Supplementary Selection Requirements:

- Preference will be given to applicants with a Bachelor's degree in the field of Statistics/Computer Science/Information Technology/Management Information Systems (MIS) or Data Management will be added advantage.
- A Master's degree will be added advantage.
- Candidate must have served four (4) years or more at a supervisory level (i.e., Grade 5 or equivalent level in the private sector.

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- Candidate must have experience in the management of information management systems (MIS).
- Candidate must have a valid driver's license.

Main Duties:

- Personnel management of the EMIS team
- Co-ordinate change requests and change process in EMIS
- EMIS resource planning (Human and material)
- Leadership of EMIS development projects based on Oracle Database Management System
- Define EMIS requirements and divisional specifications and review them from time to time.
- Co-ordination and tracking of implementation/development activities with Education Management Information System and external stakeholders and service providers
- Ongoing testing, training and support throughout the statistical data system
- Review and spearhead the responsibilities of EMIS operations in Namibia and including the international EMIS relations
- Interfacing with Head of Finance and Accounting & Human Resources Management in order to facilitate the handshake between the Ministry's databases.
- Lead, direct and develop the Education Management Information Systems including strategy for decentralization requirements to meet the Government objectives.
- Manage day-to-day EMIS operations in Head Office and provide directives to Regional Offices.
- Direct the determination of EMIS policies, which facilitate the achievement of the Ministry's objectives.
- Provide professional input at various levels to Ministry policy in all areas of the Education Sector.
- Develop and manage EMIS needs and integration of the various information systems in the Ministry.
- Keep constant contact with Program Managers, Heads of Divisions, Regional Directors and as external stakeholder and services providers to identify needs and provide solutions
- Advice on Hardware and Software needs of the EMIS division
- Organize and lead divisional meetings to ensure that all staff members are informed, receive feedback and are briefed on decision-making.
- To maintain functional links with staff in other divisions within PAD, on matters relating to the purpose of the job.
- Supervise staff, provide guidance and mentoring, on job training and carry on the annual performance appraisal.
- Budget for a professional Management Information Systems. This includes preparing, monitoring and managing service budgets in accordance with financial policies and Treasury Instructions and /or funding agencies requirements.
- To participate in on-going professional development programmes and cause other staff members to do so.
- To assist in policy development, policy reviews and policy reformulations.

- To maintain appropriate written records of all work carried out and to prepare written reports, as required.
- To provide cover for absence from within the Directorate and EMIS division in particular and at times of particular pressure, and to work cooperatively to meet demand all subdivisions.
- To ensure that the division delivers its services to the agreed quality standards, to maintain consistency and maximize the effectiveness of the service.
- To participate in the Ministry's quality assurance system through providing statistical data, analyses and recommendations for further actions.
- To ensure that suitable computer-based records are maintained to the highest possible quality and ensure proper data management.
- Monitor the Monitoring and Evaluation activities of the directorate and the ministry.
- To provide EMIS Annual Working Plan and ensure deliverables are attained as planned.
- To ensure that EMIS reports are produced on an annual basis.
- To ensure that the ministry compiles and provides both regional and international reports on education statistics.
- To follow and reinforce the policies of the Ministry at all times. These include key policy imperatives such as:
 - Equal Opportunities
 - Health and Safety
 - Conduct
- Lead the process of data collection, analysis and dissemination.
- Provide ad-hoc reports to support the Education and Training Sector;
- Support and participate in researches;
- Any other function as might be assigned.

Enquiries: Mr. Cavin Muchila Tel: (061-2933341)

SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$372,627 – N\$ 445,325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years' appropriate experience

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years' appropriate experience

Supplementary Selection Requirements:

- Bachelor Degree in Computer Science/Software development/Information Systems/Information Technology (or equivalent qualification)

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- Experience in the administration of relations databases, software development, application systems customization and configuration
- Proficiency in PHP and SQL
- Knowledge of Python, data analysis, and data visualization i.e. Dashboards will be an added advantage
- Background in cybersecurity and data protection will be an added advantage
- Knowledge and experience in virtualization technologies and virtual server management tools will be an added advantage
- Candidates will be subjected to a practical test on Application Systems/Development, and Databases understanding
- Candidate must have a valid driver's license.

Enquiries: Ms. T-L Nauyoma Tel: (061-2933312) or Mr. R. Dengeinge Tel: (061-2933334)

**DEPARTMENT: LIFELONG LEARNING
DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICE
DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUB-DIVISION: NATIONAL ARCHIVES
SECTION: RESEARCH, PUBLICATIONS AND INFORMATION**

Post Designation	:	Senior Archivist Grade 7
1xPost	:	Windhoek (National Archives of Namibia)
Salary Scale	:	N\$ 305,684 — N\$ 365,322
Housing Allowance	:	N\$ 17 ,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree on NQF L7 or equivalent qualification

Supplementary Selection Requirements:

- A Bachelor's Degree in Records and Archives Management NQF L7 plus a minimum of 2 years working experience as an Archivist,
- In depth knowledge of Records Management, Archival techniques, preservation of records, curation and public programming, strategic planning skills, management and supervisory skills, ICT literate, excellent communication skills,
- Advanced experience in professional capacity building and training is a strong recommendation.

Enquiries: Mr. Ndamian Hangula Tel: (061-2935215)

SECTION: RECORDS MANAGEMENT REGIONAL

Post Designation	:	Senior Archivist Grade 7
1xPost	:	Windhoek (National Archives of Namibia)
Salary Scale	:	N\$ 305,684 — N\$ 365,322

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree on NQF L7 or equivalent qualification

Supplementary Selection Requirements:

- A Bachelor's Degree in Records and Archives Management NQF L7 plus a minimum of 2 years working experience as an Archivist,
- In-depth knowledge of Records Management, Archival techniques, preservation of records, curation and public programming, strategic planning skills, management and supervisory skills, ICT literate, excellent communication skills,
- Advanced experience in professional capacity building and training is a strong recommendation.

Enquiries: Mr. Ndamian Hangula Tel: (061-2935215)

**SUB-DIVISION: NATIONAL LIBRARY
SECTION: BIBLIOGRAPHIC CONTROL**

Post Designation : Librarian Grade 9
1xPost : Windhoek
Salary Scale : N\$ 204,977 — N\$ 245,851
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: A B. degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements:

- A B. Degree in Library and Information Science,
- Cataloguing and classification skills,
- Sound knowledge of digitization processes, metadata standards, and electronic resource management,
- ICT competencies and excellent oral and written communication skills.

Enquiries: Ms. H. Meyer Tel: (061-2935301)

Post Designation : Assistant Librarian Grade 10
1xPost : Windhoek
Salary Scale : N\$ 167,481 — N\$ 200,878
Housing Allowance : N\$ 13 ,944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements:

- Diploma in Library and Information Science on NQF L6,
- Sound knowledge of library and information services, including cataloguing and information retrieval, excellent communication and knowledge of Library Management Systems.

Enquiries: Ms. H. Meyer Tel: (061-2935301)

**DEPARTMENT: FORMAL EDUCATION
DIRECTORATE: NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)
DIVISION: ADMINISTRATION
SECTION: GENERAL SERVICES**

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Okahandja (NIED)
Salary Scale	:	N\$ 250,767 — N\$ 299,691
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF L6) plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience, of which three (3) years should be at a Senior Administrative Officer Grade 10.
- The candidate must have experience in Stock Control, Procurement and Contract Management and must be computer literacy.

Enquiries: Dr. Patrick Simalumba Tel: (062-509000)

**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: GENERAL SERVICES AND EXAMINATIONS ADMINISTRATION
SUBDIVISION: EXAMINATION ADMINISTRATION
SECTION: EXAMINATION PAPER REPRODUCTION AND ORGANISATION**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$ 167,481 — N\$ 200,878
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF L6 plus 1 year appropriate experience

Or

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Senior Secondary Certificate or equivalent qualification on NQF L3 plus 3 years' appropriate experience

Supplementary Selection Requirements:

- An appropriate National Diploma or equivalent qualification on NQF L6 majoring in Public Administration/Management plus 1-year appropriate experience,
- 3 years' appropriate experience in administration of the National Examination,
- Experience in supervisory of subordinates
- Experience in handling and administration of National Examinations, Driving License, Computer Literacy.

Enquiries: Ms. L. M. Shaningwa Tel: (061 2933430)

**DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: FINANCE
DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: BUDGET, REVENUE AND CREDITORS CONTROL
SECTION: REVENUE ACCOUNTING**

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$ 305,684 –N\$ 365,322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting plus three (3) years appropriate experience.

Supplementary Selection Requirements:

- The candidate must have five (5) years' appropriate experience in the Public Service, of which three (3) years should have served as an Accountant or equivalent.
 - Must have experience on IFMS modules,
 - Experience in Reconciliation of Suspense Accounts
 - Code 8 driver's license is a requirement for the post.
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**DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: SALARIES AND ALLOWANCES
SECTION: SALARIES**

Post Designation	:	Accountant Grade 8
2xPosts	:	Windhoek (HQ)
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting

Supplementary Selection Requirements: A recognized 4-year B-Degree majoring in Accounting, Computer literacy and a Valid driver's license.

Enquiries: Ms. Annety Kambinda, Tel (061 293 3288)

Applications must be addressed to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek**

Or hand deliver to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor
East Wing, Room No. 275**
